

**PRELIMINARY APPLICATION FOR ACTIVE DUTY SERVICE
WITH THE JUDGE ADVOCATE GENERAL'S CORPS**

For use of this form, see AR 27-1.
The proponent agency for this form is the Office of The Judge Advocate General.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 USC 3013, 10 USC 3072

Principle Purpose: To evaluate your qualifications for appointment in the Judge Advocate General's Corps (JAG Corps) and, if selected, to initiate your Career Management Individual File (CMIF).

Routine Uses: To make personnel decisions during your period of military service, including decisions pertaining to assignments and advanced military training and schooling. There are no routine uses outside of the Department of Defense for the CMIF.

Disclosure: Disclosure of the requested information is voluntary. However, failure to provide complete information may preclude selection.

PART A: APPLICATION INSTRUCTIONS AND CHECKLIST

Deadlines:	The Judge Advocate Recruiting Office (JARO) must receive completed applications on or before the following dates: - November 1 to be considered for the Fall active duty selection board; or - March 1 to be considered for the Spring active duty selection board.	
Requirement for Complete Application:	In order for an application to be complete, JARO must receive all of the documents listed below under "Required Documents" on or before the aforementioned deadlines. Selection boards will not review incomplete applications.	
Corrections/ Changes to Information:	If information submitted in connection with an application changes at any time (including before or after selection), you must notify JARO in writing immediately. Failure to do so could preclude your selection or commissioning.	
JAGCNET On-Line Application Web Site:	JARO can process only those applications that included a signed DA Form 3175. As a result, applicants who utilize the JAGCNET On-Line Application web site to transmit the information contained in DA Form 3175 must print and sign a hard-copy version of their on-line application (along with all of the documents listed below under "Required Documents"), and mail these documents to JARO. <u>An application that is received via the JAGCNET On-Line Application web site will not be complete until JARO receives all required documents.</u>	
Mail Application To:	Department of the Army, Judge Advocate Recruiting Office, Attention: Active Duty Accessions Manager, 1777 North Kent Street, Suite 5200, Rosslyn, Virginia 22209-2194	
Required Documents:	1	DA Form 3175. Type or print your answers, and ensure that all applicable questions are answered. Questions that require explanations on separate sheets should be consolidated on as few continuation sheets as possible (do not use a separate sheet for each question that you need to provide an explanation for). Remember to sign your application. <u>Unsigned applications will not be considered complete.</u>
	2	School-issued transcripts of all undergraduate and law/graduate school work. Transcripts should show your class standing. If you are still in law school, your class standing must be based on at least two years of study. A student copy of a transcript is acceptable, for purposes of this preliminary application, should university rules prohibit you from obtaining an official copy.
	3	For each transcript, submit a statement issued by the school explaining the grading system if the grading policy is not provided on the back of the transcript.
	4	A resume or statement reflecting all full-time and part-time work experience (legal and non-legal). Legal experience may include private practice, governmental, judicial, teaching, military legal experience, and legal clerkships. If you have government and/or military legal experience, you should include a description of the position and grade or rank; if a judicial office, the extent of jurisdiction of the court; if you have taught law, the subjects taught; and if engaged in private practice as an attorney, paralegal, or clerk, a list of the more important cases handled by you showing the nature of each, and a statement of the nature of your practice.
	5	For applicants who are current members of the bar: a certificate or statement from the clerk of the highest court of a state of the United States, the District of Columbia, Commonwealth of Puerto Rico, or of a Federal court showing admission to practice and good standing. The certificate or statement must be dated within three months of the application deadline.
	6	For applicants who are current or former members of the U.S. Armed Forces (active or reserve service): copies of all Officer or Enlisted Evaluation Reports. Former members must provide a copy of DD Form 214, Certificate of Release or Discharge from Active Duty.
Optional Documents:	1	Writing Sample (no more than one sample, preferably less than 10 pages in length).
	2	Letter(s) of Recommendation.

PART B: PERSONAL INFORMATION

1. Last Name	2. First Name	3. Middle Name	ATTACH PHOTOGRAPH HERE Photograph Instructions 1. Civilian applicants, including applicants who are former members of the U.S. Armed Forces not currently engaged in active or reserve service: Attach a photograph that shows your head and shoulders and is no more than 3" by 3". 2. Applicants who are current members of the U.S. Armed Forces (active or reserve service): submit an official photograph taken within six months of the date of application. U.S. Army personnel must submit a Department of the Army photograph. 3. ROTC applicants: submit a photograph that satisfies the requirements of either paragraphs 1 or 2 above.		
4. Social Security Number	5. Date of Birth (YYYYMMDD)	6. Age			
7. Height (inches)	8. Weight (lbs)	9. Gender			
10. Ethnic Group (Response Optional)	<input type="checkbox"/> Asian / Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White (Not of Hispanic Origin)		
	<input type="checkbox"/> Black (Not of Hispanic Origin)	<input type="checkbox"/> Native American	<input type="checkbox"/> Other – Specify		
11. Are you a U.S. citizen by birth?		Yes	No	13. Are you married? (Response Optional)	
				Yes No	
12. Are you a naturalized U.S. citizen? If yes, provide certificate number:		Yes	No	14. Do you have children? If yes, number of children: (Responses Optional)	
				Yes No	

PART C: CONTACT INFORMATION

Provide street, apartment number (if applicable), city, state, country, and zip code information	
15. Current Address	
16. Permanent Address	
17. Alternate Address *	

* Correspondence from JARO will be sent to your current mailing address and/or your e-mail address. **Please provide an alternate mailing address if you are not going to be at your current mailing address during the months of November 1 to January 1, or March 1 to May 1.**

18. Telephone Number (Home):	21. Primary E-Mail Address:
19. Telephone Number (Work):	22. Secondary E-Mail Address:
20. Telephone Number (Cell / Other):	23. Fax Number:

PART D: MILITARY SUMMER INTERN PROGRAM INFORMATION

24. Have you ever served as a U.S. Army JAG Corps Summer Intern (i.e., have you ever served as a temporary federal employee under the U.S. Army JAG Corps Summer Intern Program)?		Yes	No	25. Have you ever participated in a legal internship program (other than the U.S. Army JAG Corps Summer Intern Program) sponsored by the U.S. Army or another military branch of the Department of Defense?		Yes	No
a. If yes, provide the following information on your internship:				a. If yes, provide the following information on your internship:			
b. 1L / 2L Internship?				b. Military Service			
c. Dates of Service (YYYYMMDD to YYYYMMDD)			to	c. Dates of Service (YYYYMMDD to YYYYMMDD)			to
d. Office Location				d. Office Location			
e. Nature of Work				e. Nature of Work			

PART E: RESERVE OFFICER TRAINING CORPS (ROTC) PROGRAM INFORMATION

26. Have you participated in an ROTC Program? If yes, proceed to next question. If no, proceed to Part F.	Yes	No	30. Are you currently on ROTC educational delay status to attend law school? If yes, list number of years:	Yes	No
27. Did you participate in the ROTC Program as an undergraduate student? If yes, proceed to next question. If no, proceed to question 30.	Yes	No	31. Did you participate in the ROTC Program as a graduate student (but not as an undergraduate)? If yes, proceed to next question. If no, proceed to Part F.	Yes	No
28. Did you receive an ROTC scholarship as an undergraduate student?	Yes	No	32. Did you receive an ROTC scholarship as a graduate student?	Yes	No
29. Was your ROTC scholarship withdrawn while you were an undergraduate student? If yes, provide an explanation on a separate sheet.	Yes	No	33. Was your ROTC scholarship withdrawn while you were a graduate student? If yes, provide an explanation on a separate sheet.	Yes	No
34. Have you been the subject of proceedings that could have resulted in the withdrawal of your ROTC scholarship? If yes, provide an explanation on a separate sheet.				Yes	No

PART F: MILITARY SERVICE INFORMATION

35. Provide a chronology of your service with the U.S. Armed Forces. List your most current service first. You may use a continuation sheet that follows the format below for additional entries. If you have never served with the U.S. Armed Forces on either active duty or as a member of the Reserve Components, proceed to Part G.						
a. Dates of Service (YYYYMMDD to YYYYMMDD)	b. Military Service (e.g., Army, Army Reserve)	c. Active Duty or Reserve Components?	d. Was active duty due to mobilization of the Reserve Component?	e. Branch (e.g., Signal, Armor)	f. Highest Grade Attained (E1 to O10)	g. Unit and Location (State or Country)
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	to					
	to					
	to					
36. If you are a current or former commissioned officer, what was the source of your commission (Direct, ROTC, Military Academy, OCS, or NGUS)?						
37. If you are currently serving on active duty <u>and</u> you have career status, what is your status (CVI, VI, RA, or Other (for non-Army personnel))?						
38. Have you been the subject of adverse administrative action, regardless of outcome, including (but not limited to) being flagged for failing to satisfy military height/ weight requirements, or for failing a military physical fitness test? If yes, provide an explanation on a separate sheet.				Yes	No	
39. Have you been the subject of non-judicial punishment proceedings, regardless of outcome, under Article 15 of the Uniform Code of Military Justice? If yes, provide an explanation on a separate sheet.				Yes	No	
40. Have you been the subject of court-martial proceedings, regardless of outcome, under the Uniform Code of Military Justice? If yes, provide an explanation on a separate sheet.				Yes	No	
41. Have you ever been released or discharged from the U.S. Armed Forces? If yes, attach your DD Form 214, Certificate of Release or Discharge from Active Duty.				Yes	No	
42. What was the reason for your discharge from active duty (as noted on DD Form 214)?						
43. How was your discharge characterized (as noted on DD Form 214) - Honorable, General, Other Than Honorable, Bad Conduct, or Dishonorable?						
44. List any security clearances granted (Secret, Top Secret, TSI), and the dates granted.						
45. List any decorations, service medals, or qualification badges you have been awarded.						

PART G: EDUCATIONAL INFORMATION

46. Undergraduate School Information: List all of the undergraduate schools you have attended. You may use a continuation sheet that follows the format below for additional entries.

a. Name and Location (City and State)	b. Dates of Attendance (YYYYMMDD to YYYYMMDD)	c. Major(s)	d. Class Rank	e. Degree(s) Awarded
	- - to - -			
	- - to - -			

47. Law/Graduate School Information: List all of the law/graduate schools you have attended. **If you are still in law school or if you have graduated from law school, list law school first.** You may use a continuation sheet that follows the format below for additional entries.

a. Name and Location (City and State)	b. Dates of Attendance (YYYYMMDD to YYYYMMDD)	c. Major(s)	d. Class Rank	e. Degree(s) Awarded
	- - to - -			
	- - to - -			

48. Extra-Curricular Information: List all of the extra-curricular activities you participated in during your undergraduate and law/graduate studies. **List your activities in the following order: law journal, moot court, student government, school-sponsored athletic organizations, and student groups.** You may use a continuation sheet that follows the format below for additional entries.

a. Extra-curricular Activity	b. During Undergraduate or Graduate School?	c. Dates of Participation (YYYYMMDD to YYYYMMDD)	d. Positions Held - Law Journal Members: indicate if you published an article - Moot Court Members: list your competitions
		- - to - -	
		- - to - -	
		- - to - -	

49. Did you take the Law School Aptitude Test (LSAT)? If yes, provide your highest LSAT score:	Yes	No	The questions below apply to undergraduate and law/graduate school attendance. If any of your responses are yes, provide an explanation on a separate sheet.		
50. Are you proficient in a foreign language? If yes, list language(s) and degree(s) of proficiency:	Yes	No	52. Have you ever been placed on academic probation, suspended, or expelled?	Yes	No
51. Were you employed while you attended law school? If yes, explain the nature of your employment and the number of hours worked per week on a separate sheet.	Yes	No	53. Have you ever been the subject of school-regulated disciplinary proceedings, regardless of outcome, for reasons not related to academic performance?	Yes	No

PART H: BAR ADMISSION AND STANDING INFORMATION

54. Are you admitted to practice and a member in good standing of the Bar of the highest court of a state of the United States, the District of Columbia, Commonwealth of Puerto Rico, or a Federal Court? If yes, list each bar and date admitted:

Yes No

55. If you are not a member of the Bar, list the states where you plan to take the Bar examination, the date(s) of the examination, and the date(s) you expect to be admitted to practice.	State(s)	Exam Date(s) (YYYYMMDD)	Expected Admittance Date(s)

56. Have you ever failed a Bar examination? If yes, list the number of failed Bar examination(s), the state(s) and the date(s) of each exam:	Yes	No
57. Have you been the subject of an investigation conducted by a Bar that you were a member of? If yes, provide an explanation on a separate sheet. Include the name of the investigating Bar, the dates of and reasons for the investigation, and the outcome.	Yes	No
58. Has your membership in a Bar ever been suspended or revoked? If yes, provide an explanation on a separate sheet. Include the name of the Bar that suspended or revoked membership, the date(s) and the reason(s) for suspension or revocation.	Yes	No
59. Have you ever applied for and been refused Bar membership for reasons other than failure of a Bar examination? If yes, provide an explanation on a separate sheet. Include the name of the Bar that denied membership, the date(s) and the reason(s) for denial.	Yes	No

PART I: ADDITIONAL INFORMATION

60. List the date when you will be ready for active service with the U.S. Army JAG Corps (YYYYMMDD). If you are still in law school and/or have not yet taken the Bar examination, provide a date that is after the anticipated date you expect to receive your Bar examination results:

61. In your own words, describe your current state of physical health (include any service-limiting factors that you may know of):

62. List any factors which would limit the locations where you could be assigned:

63. List the legal fields or specialties you are particularly interested in:

64. List any other activities, organizations, or awards not listed elsewhere on this form, or on other attachments (including your resume):

65. Have you ever, under military or civilian law, been indicted or summoned into court as a defendant in a criminal proceeding (including any proceedings involving juvenile offenses and any court-martial) regardless of outcome (including acquittal, withdrawal, or dismissal of charges); or convicted, fined, imprisoned, placed on probation, paroled, or pardoned (including proceedings which resulted in sealed/ expunged record)? If yes, provide an explanation on a separate sheet.

Yes

No

66. Have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance (excluding traffic violations involving a fine or forfeiture of \$100.00 or less)? If yes, provide an explanation on a separate sheet.

Yes

No

PART J: FIELD SCREENING OFFICER (FSO) INTERVIEW INFORMATION

FSO Interview Requirement:

All applicants for active duty service with the U.S. Army JAG Corps must be interviewed by an FSO.

Scheduling an FSO Interview:

1. Contact your law school's career services office to arrange an on-campus interview with an FSO.
2. If an on-campus interview is not possible, contact the FSO that is responsible for your law school and arrange an interview.
3. If you are unable to be interviewed by the FSO that is responsible for your law school, contact the FSO for a law school that is located nearest to you.

Use of FSO Interview:

1. An FSO interview obtained prior to the convening of an active duty selection board may be used to support an application submitted for that selection board, and/or an application submitted to the next immediate active duty selection board.
2. For example, if you obtain an FSO interview prior to the convening of the Fall 2004 active duty selection board, you may use that interview to support an application submitted to that selection board and/or the selection board that immediately follows (e.g., the Spring 2005 active duty selection board).
3. Under this example, an FSO interview obtained prior to the convening of the Fall 2004 active duty selection board **cannot** be used to support applications submitted to the Fall 2005 active duty selection board, or subsequent boards thereafter.

Additional Notes:

1. **Do not submit application materials to your FSO.** If you provide a resume to your FSO during your interview, your resume will not be forwarded to JARO.
2. Visit <http://law.goarmy.com> to locate the name and e-mail address of the FSO that is responsible for your law school.

Completing Questions 67 to 69:

Provide the name of the FSO, the location of the interview, and the date your interview was conducted (or the date you have scheduled the interview for).

67. Name of FSO (Last, First, M)

68. Date / Anticipated Date of Interview

69. Location of Interview

PART K: PERSONAL STATEMENT

70. In the space provided below, state your interest, motivation and objectives in applying for active duty service with the U.S. Army JAG Corps.
Do not exceed the space provided on this page; continuation sheets will not be reviewed. Do not use a font size smaller than 10.

PART L: SIGNATURE AND AFFIRMATION

I hereby affirm that this and other information I have furnished in connection with this application for active duty service with the U.S. Army JAG Corps are true and correct to the best of my knowledge and belief.

71. Signature of Applicant:

72. Date (YYYYMMDD):